UCR Help - Editing an Arrest Under 18 ASR Form
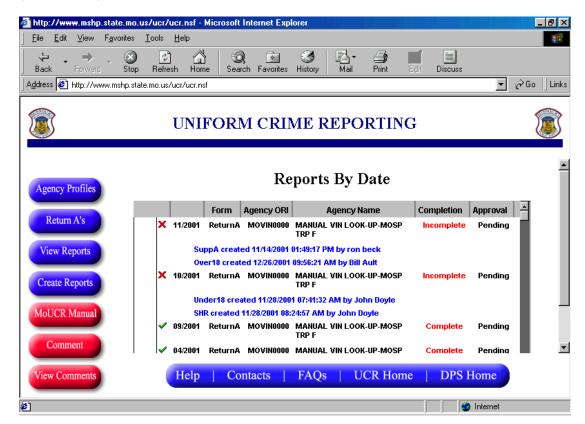
Completion of this form is required if you selected "Activity" for the Arrest Under 18 ASR form when creating the corresponding Return – A. (The selection table is located at the bottom of the Return-A form.) If "No Activity" was selected when creating the Return-A, this form is not required and will be so indicated in the table at the bottom of the Return – A Form.

The following steps should be followed to edit an Arrest Under 18 ASR form:

1. At the UCR Welcome Screen, click **"Enter UCR"**. *Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.*

2. Enter User Name and Password. *To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are* case sensitive. *If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.*

   Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.
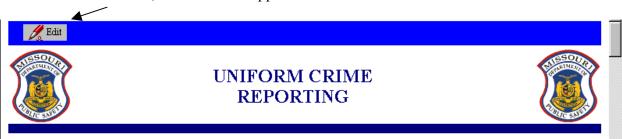
   After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)
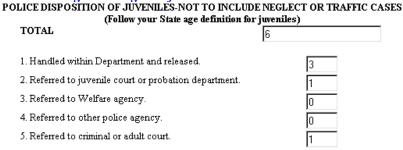
3. A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Locate and double click on the Arrest Under 18 Report that requires modification.
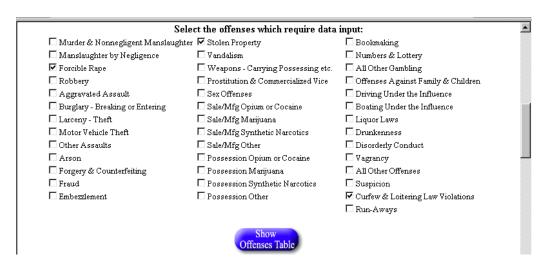

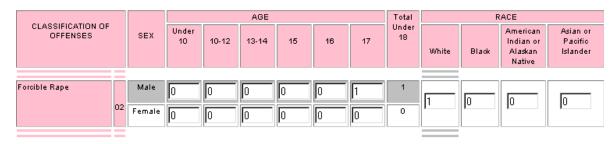4. Click the **"Edit"** button, located in the upper left corner of the Under 18 Arrest Form.

5. Make the necessary changes to the information on the form.
   - Enter your statistics into the applicable fields of the Under 18 Arrest Form. *Note: You can use either the tab key or mouse to navigate through the form.*

   - If new offenses need to be added, select each offense type that requires data to be entered and click the **"Show Offenses Table"** button. If only existing offenses require modification, scroll down past the offense selection table and continue with the next step.

- Enter or modify your statistics in the applicable fields of the form. The user should ensure the total for age group equals the total for race for each offense that is entered.

CLASSIFICATION OF OFFENSES	SEX	AGE						Total Under 18	RACE			
		Under 10	10-12	13-14	15	16	17		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander
Forcible Rape 02	Male	0	0	0	0	0	1	1	1	0	0	0
	Female	0	0	0	0	0	0	0				

6. When you have completed entry of the supplemental data, click the **"Zero-fill Remaining Fields"** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **"Zero-fill Remaining Fields"** button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

SUBMIT   SUBMIT & REVIEW

7. After completing all modifications, click the **"Submit"** or **"Submit & Review"** button to submit the form. The **"Submit"** button returns you to the UCR Homepage. The **"Submit & Review"** button returns you to the Arrests Under 18 Form, allowing you to view the changes. Either button will allow you to save the form.

8. You will be prompted with the message *"Are you sure you want to save this form into the UCR database?"* Click **"OK"** to complete the submission or "**Cancel**" to return to the Under 18 Arrest Form and make additional modifications.

9. If you chose the **"Submit"** button and the form was submitted without error, the message *"Your Document has been saved!"* will appear and you can continue to the next form by clicking "**Click Here**" and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating the form was not successfully saved, note the reason given and click the "**Click here to return to your Arrest Under 18 Form**" link. Make the necessary changes to your form and resubmit.

   If you chose **"Submit & Review"** and the form was submitted without error, you will be returned to the Arrest Under 18 form where you can review submitted modifications and make any further changes that may be necessary.